1	LEP DATA Standards		
KDE Contact (Data Steward)	Gary Martin	Updated	7/23/13
Description	As new students from non-English language backgrounds are enrolled and continuing LEP (Limited English Proficient)/EL (English Learner) student records are updated, the processes referenced below should be followed to create and update LEP records and to ensure accurate data collection and reporting as required by Title III of the No Child Left Behind Act of 2001.		
Data Standard Reg sites, data use, etc.	- Title III of the *No Child Left Behind Act of 2001* **http://www2.ed.gov/policy/elsec/leg/esea02/107-110.pdf** **703 KAR 5:070** - Home Language Survey available at http://education.ky.gov/specialed/EL/Pages/English-Learners-and-Immigrant--Resources.aspx		
How is data used	- Federal Reporting - State Reporting - Federal Funding - State Funding		
Noted Changes for current year	None		
Available Ad-Hoc & Reports	**Path: KY State Reporting | LEP Extract** **KY LEP Extract** The LEP extract is generated by Kentucky School Districts to aid in maintaining data at a district level **throughout the year** and for data verification for final data extract by KDE. **The extract is to be continuously run** to validate data for eventual submission of LEP by the State. **Inclusion criteria:** - Students in Grades 00 - 14 - Student must have been enrolled during the date range entered in the extract editor. - Student must have an LEP record with a Program Status of LEP - Student must have at least one LEP Service Type with a date range that overlaps the date range specified in the extract editor. See page 14 for a list of Service Types. - If no end date on Service, assume end date = last instructional day of school year associated with student's most recent enrollment by start date. - Student must have at least one LEP Instructional Accommodation with a date range that overlaps the date range specified in the extract editor. See page 18 for a list of Accommodation Types. Only accommodations marked "Instructional" are considered. - If no end date on Accommodation, assume end date = last instructional day of school year associated with student's most recent enrollment by start date. 'Home Primary Language' field must be selected as a language other than English on Census. - The LEP extract will include students who are withdrawn or inactive if they have an LEP record with a status of "LEP." - The district extract should produce ONE record per student. - The state extract should produce one record per district per student.		

KY LEP Extract

The LEP extract provides a list of students with LEP (Limited English Proficiency) record with English Proficiency = 02: LEP active during the current school calendar. LEP record must have at least one Bilingual/ESL selection and at least one Instructional Accommodation. This report runs district-wide regardless of calendar selection in the toolbar.

Note: Errors and Warnings cannot be produced via the Batch Reporting Tool (if enabled). Use the Generate Extract button to view errors and warnings.

Formats
Two formats are available: CSV and HTML. CSV is the most commonly used format and is needed for larger data sets. For smaller districts, HTML can be a quicker way to view the data in the report.

The warning report produces in HTML regardless of the format selection in the Extract Editor.

The LEP extract is generated by Kentucky School Districts to aid in maintaining data at a district level **throughout the year** and for data verification for a final data extract by KDE. **The extract is to be continuously run** to validate data for eventual submission of LEP by the State.

KDE will do a data extract from Infinite Campus State Edition of LEP enrollment on October 1 for Federal Reporting to the U.S. Department of Education.
*FINAL data verification for final LEP data should begin May 1st for the entire school calendar year. **Final data extract from Infinite Campus State Edition will be June 1st. This data will be used for federal reporting and for district funding calculations**.*

The error/warning page is a report that runs when the user clicks the "Run Extract" button in the extract editor. The error/warning report will appear first. The user may then click the "Click Here" button to generate the actual report. *The report generated will **not** include any student listed in the **critical error** section(s) of the report. Students listed in the **warning** section(s) are included.*

3	Critical Error: The following records do not have a selection of Bilingual / ESL type or have only FEP selected as a Bilingual / ESL type. These students will NOT be in... of Records:1)	

SchoolNumber	SchoolName	StateStudentID	LastName	FirstName	MiddleInitial
410	Knox Central High School	2032	MARICLE	JOHN	B

Critical Error: The following records do not have a selection of Instructional Accommodation. These students will NOT be included on the LEP extract. (Number of Re...

SchoolNumber	SchoolName	StateStudentID	LastName	FirstName	MiddleInitial
410	Knox Central High School	2032	MARICLE	JOHN	B

Critical Error: The following records have a Home Language selection of 0400: English. These students will NOT be included on the LEP extract. (Number of Records...
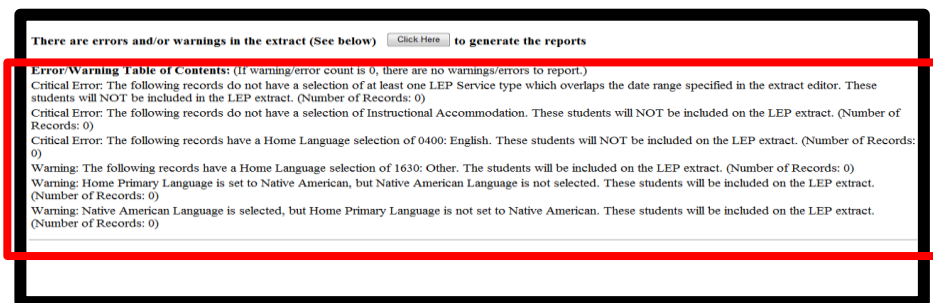
SchoolNumber	SchoolName	StateStudentID	LastName	FirstName	MiddleInitial
023	Knox County Middle School	27823	JACKSON	JEREMIAH	
430	Jesse D Lay Elementary School	30088	CRISTOBAL	EDDIE	A

Warning: The following records have a Home Language selection of 1630: Other. The students will be included on the LEP extract. (Number of Records:1)

SchoolNumber	SchoolName	StateStudentID	LName	FName	MiddleInitial
410	Knox Central High School	2032	MARICLE	JOHN	B

When all warning and critical errors are corrected, the Error/Warnings Table of Contents will show Number of Records: 0 after each category.

To generate the LEP report click the "click here" button.

There are errors and/or warnings in the extract (See below) [Click Here] to generate the reports

Error/Warning Table of Contents: (If warning/error count is 0, there are no warnings/errors to report.)
Critical Error: The following records do not have a selection of at least one LEP Service type which overlaps the date range specified in the extract editor. These students will NOT be included in the LEP extract. (Number of Records: 0)
Critical Error: The following records do not have a selection of Instructional Accommodation. These students will NOT be included on the LEP extract. (Number of Records: 0)
Critical Error: The following records have a Home Language selection of 0400: English. These students will NOT be included on the LEP extract. (Number of Records: 0)
Warning: The following records have a Home Language selection of 1630: Other. The students will be included on the LEP extract. (Number of Records: 0)
Warning: Home Primary Language is set to Native American, but Native American Language is not selected. These students will be included on the LEP extract. (Number of Records: 0)
Warning: Native American Language is selected, but Home Primary Language is not set to Native American. These students will be included on the LEP extract. (Number of Records: 0)

NOTE: All error/warnings must be cleaned up and LEP data verified by May 31. KDE will pull data from IC State edition on June 1. This data will be used for funding allocations and federal reporting.

Available Training	Campus Community http://education.ky.gov/specialed/EL/Pages/Data-Collection-Reporting-and-Monitoring-for-Immigrant-and-LEP.aspx

1A	**Creating an LEP Record: Demographics Tab**

Campus Path:	**Census|People|Demographics**

Demographics Tab

Ensure the **Home Primary Language** and **First Entered US School** fields are populated on the student's **Demographics** tab.

Home Primary Language: To be identified as LEP the 'Home Primary Language' field must be selected as a language other than English. Choose from an alphabetical list of world languages. Selection of 1630: OTHER will result in a warning and the student will be included on the LEP extract. Home language is defined as the language most frequently spoken at home. This information is obtained through question 1 on the Home Language Survey available at http://education.ky.gov/specialed/EL/Pages/English-Learners-and-Immigrant--Resources.aspx. **In the case of a foreign-born student living in an English speaking home of his/her adopted family, choose the student's native language.** If a student's Home Primary Language is Native American, select

Native American from the home language drop down menu. Then select the specific Native American Home Language from this drop down menu.

Native American Home Language: This drop down menu will only become available if under the Home Language drop-down tab, Native American is chosen. Choose from an alphabetical list of Native American languages. If the language is not on this list, choose *OTHER*.

If additional information is added to the Demographics tab, save the additional information once entered.

1B	Creating an LEP Record: Entering W-APT Scores
Campus Path:	**Student Information|General|Assessment**

Tool Rights

PATH: *System Administration > User Security > User > Tool Rights*

Users must be given at least **R**(ead) and **W**(rite) edits to the Assessment Tab in order to enter W-APT scores.
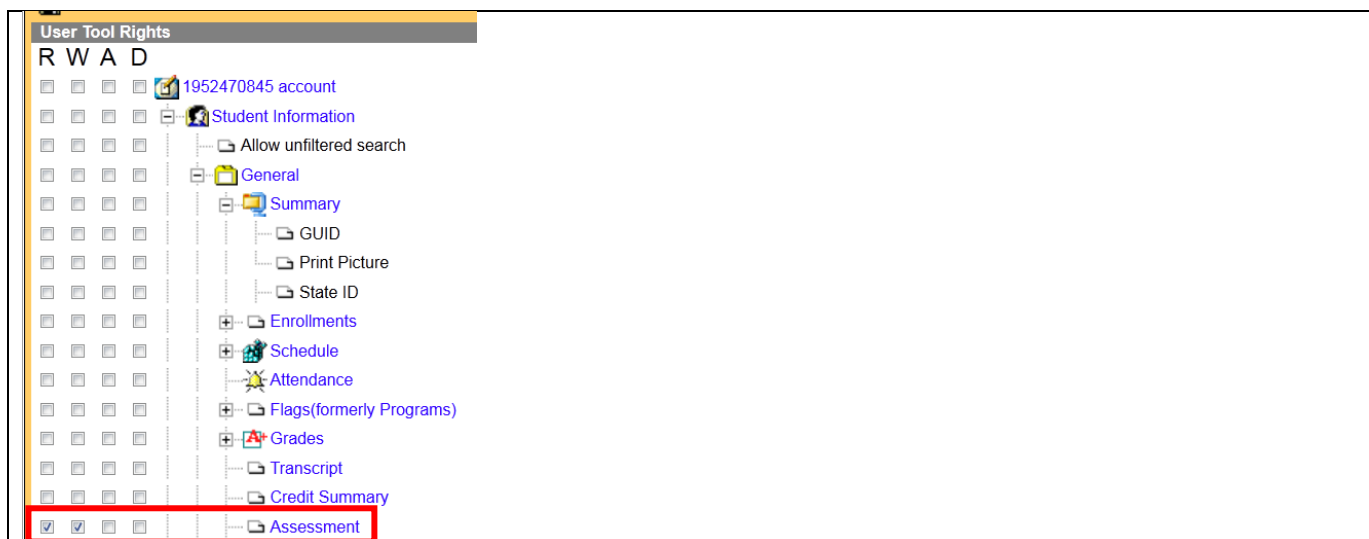
To enter W-APT scores, begin search for a student by selecting the Search tab. Enter the student's last name in the search field. Click Go. Select the student from the list of results. Navigate to the student's Assessment tab.
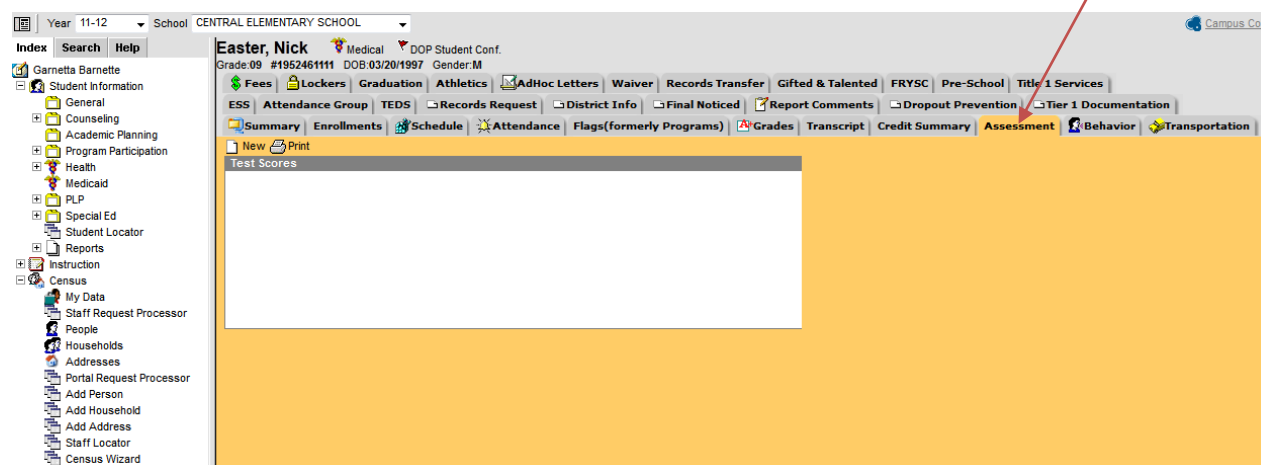
Select New and then open the Test dropdown list.
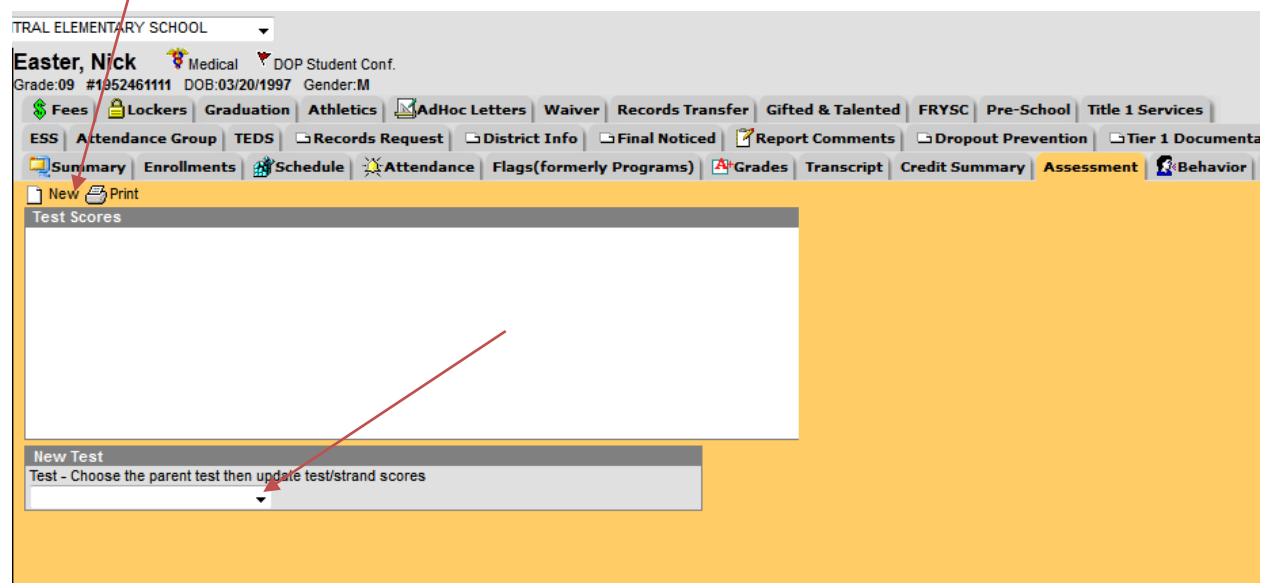
Scroll down to view more options until you see the W-APT test. Open the calendar to select the date the assessment was taken. Enter the selected student's Assessment Score for each component of the W-APT test:

- Composite
- Listening
- Reading
- Speaking
- Writing

The W-APT scores are now part of the Assessment Tab.

The Student's W-APT Scores are also now available in the LEP Assessments Tab (read-only).

Districts do **not** need to enter ACCESS scores. The Office of Assessment and Accountability (OAA) will push down the scores into Infinite Campus after the verification process.

1C	Creating an LEP Record: Program Status
Campus Path:	**Student Information	Program Participation| LEP**

1. Select the current Program Status based on student's W-APT or ACCESS Scores. This value indicates the student's **current** LEP status. See the **Program Status - Descriptions** table below for more information about each available option.

2. If the student has taken an Initial Determination Test (for example, the WAPT) and was found eligible, enter the **Identified Date**. This is the date the student was identified as eligible for an LEP program or services. If the student is eligible and currently receiving LEP services, enter the **Expected Exit Date**. This is the date the student is expected to exit the LEP program. LEP students are expected to reach English language proficiency within five to seven years of instruction in a language instruction educational program.

3. If the student is exiting their LEP program or services, enter the **Program Exit Date**.

4. If the student has taken an Initial Determination Test (such as the WAPT) and was found eligible for LEP

services, enter the **Parent Notified** date. This is the date the student's parent(s) were notified of the test results and whether or not the student is eligible or not eligible for LEP services. The results of the English language screener and the instructional plan (PSP) must be shared with the parents within the first 30 days of the school year or within two weeks of enrollment during the school year. Written documentation and/or oral interpretation should be provided to parents/guardians, to the extent practical, in a language that they can understand.

5. If the student's parents were notified and refused LEP services, mark the **Parent Declined** checkbox.

6. Enter any **Comments** about the student's LEP record.

7. Select the Save button.

Program Status - Descriptions	
Program Status	**Description**
Not LEP (IFEP - Initially Fully English Proficient)	703 KAR 5:070 defines Not LEP (**IFEP**) as a student who is screened for English language proficiency because he/she comes from a non-English language background and upon initial assessment of English language proficiency scores Full English Proficiency (FEP). This initial screening assessment of English language proficiency should occur when the student first enters a school district in the United States. The student does not qualify as LEP because of their fully English proficient status. Select this option if a student has taken the WIDA Access Placement Test (W-APT) and scored a 5.0 overall composite to warrant Initially Fully English Proficient (IFEP). An IFEP student is not considered an LEP student and should not receive LEP services or have a Program Services Plan (PSP). - IFEP status cannot be assigned to a kindergarten student. - A kindergarten student who has taken the W-APT test must be enrolled as an LEP student, have a PSP regardless of the score, and take ACCESS in January. - Grades 1-12 students identified as IFEP will not take ACCESS in January.
LEP – (Limited English Proficient)	703 KAR 5:070 defines **LEP** as An individual: a) Who is age 3 through 21. b) Who is enrolled or preparing to enroll in an elementary or secondary school. c) Who was born in the United States or whose native language is a language other than English (who is

Native American or an Alaskan Native, or a native resident of the outlying areas and who comes from an environment where a language other than English has had a significant impact on the individual's level of English Language Proficiency or who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant).

d) Whose difficulties in listening, speaking, reading or writing the English language may be sufficient to deny the individual:

    i. The ability to meet the state's proficient level of achievement on state assessments described in section 1111(b) (3).

    ii. The ability to successfully achieve in classrooms where the language of instruction is English or

    iii. The opportunity to participate fully in society.

Select this option if the student is identified as **LEP** as a result of the W-APT (below 5.0 overall composite) **or** has not yet met the exit criteria of 5.0 or higher Overall Composite Proficiency Level on a Tier B or a Tier C <u>AND</u> a Literacy Composite Proficiency Level of 4.0 or higher on a Tier B or C ACCESS for ELLS®) as a student in the 1st grade or above.

1. Record must have at least one LEP Service type selected.
2. Record must have at least one Instructional Accommodation selected.
3. For initial enrollment of an LEP student enter:

    o the Identified Date: This date should reflect the date the student took the W-APT Screener/Initial Determination Test. This date is used to determine if the student is participating in an LEP program with a score below 5.0 overall composite on the W-APT -- *A kindergarten student who has taken the W-APT test <u>must be enrolled as an LEP student</u>, have a PSP regardless of the score, and take ACCESS in January to warrant Initially Fully English Proficient.*

    o the Expected Exit Date: the month, day and year (##/##/####) that an LEP student is expected to exit from LEP status. LEP students are expected to

reach English language proficiency within five to seven years of instruction in a language instruction educational program. For students who had English instruction in the home country, allow 5 years. For students with no English instruction in the home country before entering a U.S. school, allow 7 years.

- o the **Parent Notified** date: the date the student's parent(s) were informed of
    - W-APT test results
    - that the student was initially eligible or not eligible for LEP services.
- o If the student's parents were notified and declined LEP services, mark the **Parent Declined** checkbox. **Note:** If the parent declines services, it is still necessary to choose the LEP Service Type: Sheltered English Instruction and LEP accommodations because this indicates that the student is being provided alternative instruction in the regular classroom based on Office for Civil Rights (OCR) program requirements for language minority children.

Exited LEP (RFEP -Re-designated Fully English Proficient)

703 KAR 5:070 defines Exited LEP (**RFEP)** as a student who after having been designated LEP based on the initial assessment of English language proficiency, subsequently scores FEP on the assessment of English language proficient.

Select this option if the student has reached the FEP Attainment level (meets the exit criteria of 5.0 or higher Overall Composite Proficiency Level on a Tier B or a Tier C AND a Literacy Composite Proficiency Level of 4.0 or higher on a Tier B or C ACCESS for ELLS®) as a student in the 1st grade or above.

Enter Program Exit Date as the student's first day of enrollment in the next school year.
Click Save
The saved record will calculate:

    First Year Monitoring: A read-only field calculated as exactly one year from the **Program Exit Date.**
    Second Year Monitoring: A read-only field calculated as exactly two years from the **Program Exit Date**.
    The Identified Date will remain the date the student was initially identified LEP.

Pending	Pending - Student has been identified as possibly needing LEP services by the school through the Home Language Survey (HLS) but no formal LEP determination (W-APT) has been conducted.

LEP Tab Fields - Descriptions	
Fields	Description
Program Status	Indicates the student's LEP status. Options include: • **Not LEP** (IFEP) - The student is not eligible/does not require an LEP program. • **LEP** - Student is currently receiving LEP services. • **Exited LEP** (RFEP) - Student has exited the LEP program. • **Pending** - Student has been identified as possibly needing LEP services by the school but no formal LEP determination has been conducted.
Identified Date	Indicates the date the student was identified as eligible for an LEP program or services. This date should reflect the date the student took the W-APT. This date is used to determine if the student is participating in an LEP program.
Expected Exit Date	Indicates the date the student is expected to exit the LEP program. Enter the month, day and year (##/##/####) that an LEP student is expected to exit from LEP status. LEP students are expected to reach English language proficiency within five to seven years of instruction in a language instruction educational program. For students who had English instruction in the home country, allow 5 years. For students with no English instruction in the home country before entering a U.S. school, allow 7 years.
Program Exit Date	Indicates that date the student exited the LEP program. An LEP student exits the LEP program when the student has reached the attainment level (meets the exit criteria of 5.0 or higher Overall Composite Proficiency Level on a Tier B or a Tier C <u>AND</u> a Literacy Composite Proficiency Level of 4.0 or higher on a Tier B or C ACCESS for ELLS®) as a student in the 1st grade or above. The program exit date is the month, day and year (##/##/####) of the student's first day of enrollment in the next school year. Federal reporting continues to track LEP students for two years beyond the date entered in this field. This information is reflected in the **First Year Monitoring** and **Second Year Monitoring** fields.
First Year Monitoring	A read-only field calculated as exactly one year from the **Program Exit Date**. This field is used by federal reports for tracking and reporting purposes.
Second Year Monitoring	A read-only field calculated as exactly two years from the **Program Exit Date**. This field is used by federal reports for tracking and reporting purposes.

Parent Notified	Indicates the date the student's parent(s) were notified about the student being eligible for LEP services.
Parent Declined	If marked, this field indicates the student's parent(s) declined LEP services.
Comments	Any comments related to the student's LEP record. 500 character maximum.
Home Primary Language	A read-only display of the student's currently Home Primary Language value. ⚠️ This field is populated based on values set in the Home Primary Language field found on the Identities tab. This value **MUST** be set in order to create an LEP record. ⚠️ If no Home Primary Language value is established on the student's Identities tab, the default value established for the field within the Attribute/Dictionary will report in the Home Primary Language Field on the student's LEP tab.
First Entered US School	A read-only display of the date the student first entered a U.S. school. This field is populated based on the date entered in the First Entered US School field found on the Identities tab. This field is required to identify the student as LEP.
Interrupted Schooling	Student missed school **a continuous month or more** of the school year either because of withdrawal and subsequently re-enrolling, or because of absence.

1D	Creating an LEP Record: LEP Services
Campus Path:	**Student Information|Program Participation|LEP Services**

The LEP Services tab is used to keep track of LEP services a student receives while participating in an LEP program. Students may participate in several programs with varying start and end dates. Decisions about the type(s) of LEP Services provided are based on the student's current level of English proficiency (W-APT scores or ACCESS Scores). Users should refer to the WIDA Can Do Descriptors www.wida.us that correspond to the English learner's current level of proficiency prior to making decisions about LEP Service types. LEP services DO NOT need to be end dated yearly. However, they are to be reviewed yearly, within the first thirty days of the school year, as part of the PSP committee meeting. Decisions on beginning and ending LEP services provided to English Learners are based on the student's most recent ACCESS Scores and corresponding level of English proficiency using the WIDA Can Do Descriptors as well as the current school context.

Tool Rights

PATH: *System Administration > User Security > User > Tool Rights*

Users must be given at least **R**(ead) and **W**(rite) edits to the LEP Services tool in order to edit LEP service records.
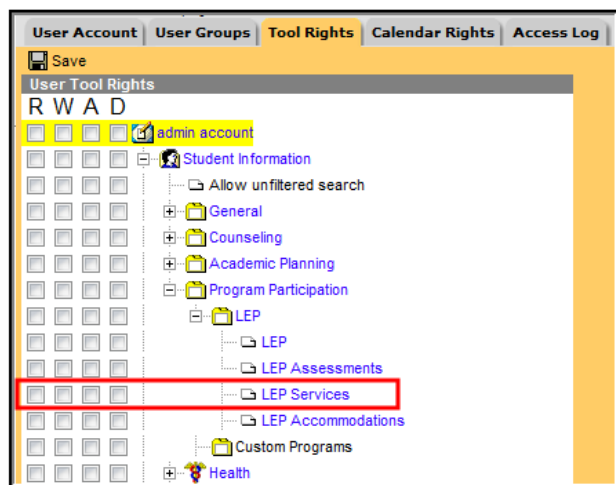
To enter a new LEP service:

1. Select the **New** button. The LEP Services Detail editor will appear below.
2. Enter the service **Start Date**.
3. Select the **Service Type**.
4. If the parent refused the service, check the **Parent Refused Services** and enter the **Date Refused** (if desired).
5. Enter any **Comments** about the service.
6. Select the **Save** icon. The service will appear in the LEP Services window.

End Dating LEP Services:

Decisions on beginning and ending LEP services provided to English Learners are based on the student's most recent ACCESS Scores and corresponding level of English proficiency as well as the current school context. LEP services do not need to be end dated at the end of each school year. However, they are to be reviewed yearly, within the first thirty days of the school year, as part of the PSP committee meeting. When students transfer out of the district, LEP Services are to be end dated. To end date a service type that the student is no longer receiving.

1. Select the Service Type
2. Enter the date the service ends
3. Select the **Save** icon.

LEP Service Types - Description	
Content area tutoring	Programs that provide one-on-one or small group tutoring/assistance to ELLs during school hours in the content areas, including English language arts, mathematics, science and social studies. Tutoring is generally provided by teachers other than bilingual or ESL teachers and may be provided by an aide under the direction of a teacher.
Content-based ESL	Programs in which English is taught through the content areas of mathematics, English language arts, science and social studies
Developmental bilingual education	Programs (sometimes called "late-exit," "maintenance," or "one-way dual language" programs) that use the primary language of the ELLs as the medium of instruction.
Heritage language	Programs use the non-English language background (heritage language) of the students as the primary language of instruction to renew/reclaim that language (e.g., Native American languages). The program also provides instruction in and through English.
Pull-out ESL/Resource	Programs remove ELLs from general education classes to pre-teach, teach or re-teach English language skills and/or academic content covered by the general

	education classroom teacher.
Sheltered English instruction	Programs often serve ELLs from more than one language background. Instruction is in English and adapted to the student's English proficiency levels and provides modified curriculum-based content
Structured English immersion (Push-In)	Programs in which ESL teachers or bilingual instructional aides provide linguistic and academic support to ELLs in the general education classrooms
Transitional bilingual education	Programs use the primary language of the ELLs in instruction while they acquire English. The language of instruction for ELLs is gradually transferred into English only.
Two-way immersion	(sometimes called "two-way dual language") - Programs are bilingual programs that serve English proficient speakers and English language learners (ELLs) in the same classroom. Both English and the primary language of the ELL are used in content and language arts instruction.

LEP Fields - Descriptions	
Field	**Description**
Start Date	The start date of the LEP service.
End Date	The end date of the LEP service.
Service Type	The type of service provided to the student.
Parent Refused Services	Indicates the parent refused the LEP service
Date Refused	The date the parent refused the LEP service. This is an optional field.
Comments	Comments about the LEP Service

Printing the Service History

Users can print a detailed history of a student's LEP services.

To print a student's LEP service history, click the **Print Service History** button. The report will appear in a separate window in PDF format.

To print a student's LEP service history, click the **Print Service History** button. The report will appear in a separate window in PDF format.

10-11 Simmons Elementary Generated on 11/21/2011 01:25:34 PM Page 1 of 1	, Ashley - LEP Services Grade: 06 State ID: LEP Status: Date Identified: N/A Exit Date: N/A

Service Name	State Service Name	Start Date	End Date	Parent Refused	Con
Content Area Tutoring	Content Area Tutoring	01/06/2011		No	
Spanish Class	Heritage Language	01/05/2011	01/05/2011	Yes	
Oral Interpretation	Oral Interpretation	11/02/2010	12/29/2010	No	

1E	**Creating an LEP Record: Accommodations**

Campus Path:	**Student Information|Program Participation|Accommodations**

The LEP Accommodations tab is used to track and manage LEP Instructional and Assessment Accommodations provided to an English Learner during a school year and throughout a student's school career. Decisions about the type(s) of LEP Instructional and Assessment Accommodations provided are based on the student's current level of English proficiency (W-APT scores or ACCESS Scores). Users should refer to the WIDA Can Do Descriptors (www.wida.us) that correspond to the English Learner's current level of proficiency prior to making decisions about LEP Accommodations. Both instructional and assessment accommodations have start date and can be end dated. The LEP Accommodations Tab is used to keep track of LEP Instructional and Assessment Accommodations a student receives while participating in an LEP program. The English Learner's performance on the annual English Language Proficiency assessment in conjunction with professional judgment determines when accommodations are no longer required and should be end dated. ==LEP Accommodations **DO NOT** need to be end dated each year.== However, LEP Accommodations are reviewed yearly, within the first thirty days of the school year, as part of the PSP committee meeting. Assessment accommodations must be consistent with the on-going delivery of instructional services (Instructional Accommodations). Implementation of Assessment Accommodations should not impact the content being measured. Allowable Instructional and Assessment Accommodations include those listed below. For detailed explanations of accommodations refer to 703 KAR 5:070

Entering LEP Accommodations
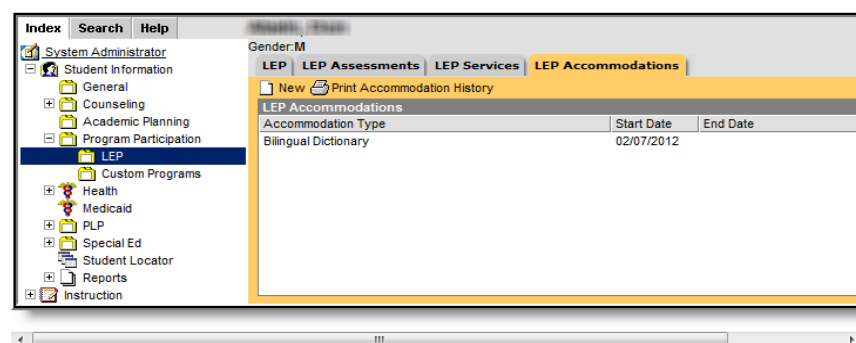
Image 1: LEP Accommodations

To enter a new LEP accommodation:

1. Select the **New** button. The LEP Accommodations Detail editor will appear on the right.
2. Enter the accommodation **Start Date**.
3. Select the **Accommodation Type**.
4. Enter any **Comments** about the accommodation.
5. Select the **Save** icon. The accommodation will appear in the LEP Accommodations window.

To end an LEP accommodation:

1. Select the **Accommodation**
2. Enter the **End Date** of the accommodation
3. Select the **Save** icon.

LEP Accommodations are to be reviewed yearly as part of the PSP committee meeting. LEP Accommodations DO NOT need to be end dated at the end of the year. When student transfers out of the district, all accommodations are end dated. Decisions on beginning and ending accommodations provided to English Learners are based on the student's most recent ACCESS Scores and corresponding level of English proficiency. (See above for more detailed explanation.)
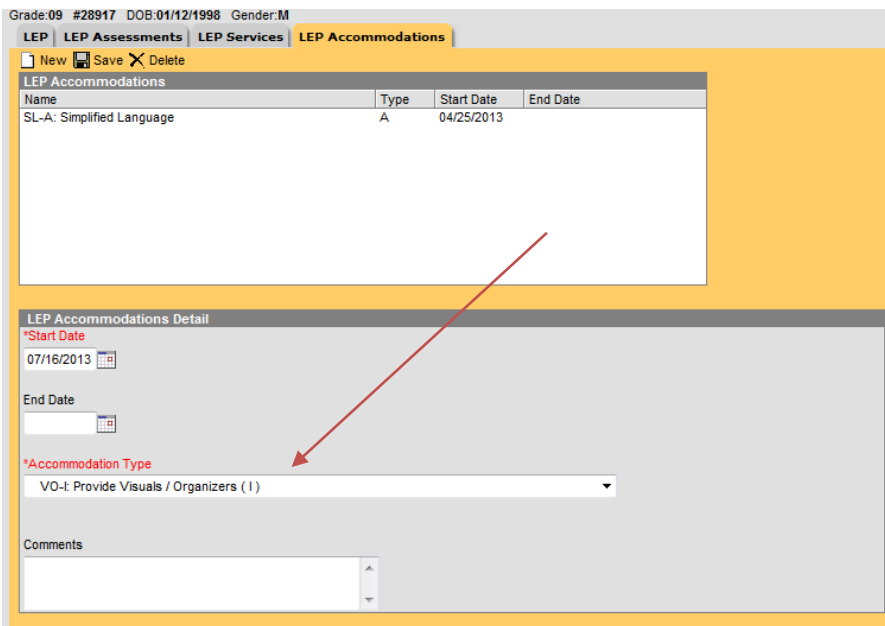
Code	Accommodation	Accommodation Type
RTE-I	Read Text in English	Instructional
SB-I	Scribe Response	Instructional
BED-I	Bilingual/English Dictionary	Instructional
PC-I	Prompting/Cueing	Instructional
VO-I	Provide Visuals/Organizers	Instructional
SP-I	Use Spellcheck	Instructional
CO-I	Provide Content Objectives	Instructional
AC-I	Engage in Academic Conversations	Instructional
MC-I	Meta-Cognitive Strategies	Instructional
ONLS-I	Oral Native Language Support	Instructional
RTP-I	Read Text in Primary Language	Instructional
ET-I	Extended Time	Instructional
SGSF-I	Small Group/Single Form Test	Instructional
AMT-I	Adapted Materials/Technology	Instructional
PL-I	Link Instruction to Prior Learning	Instructional
BK-I	Build Background Knowledge	Instructional
SR-I	Scaffold Responses	Instructional
BEG-I	Bilingual or English Glossary	Instructional
SL-I	Simplified Language	Instructional
AT-I	Assistive Technology	Instructional
API-I	Adapt Pace of Instruction	Instructional
CS-I	Use Computer/Software	Instructional
MC-I	Model Language/Task Completion	Instructional
IO-I	Interaction Opportunities	Instructional
LO-I	Provide Language Objectives	Instructional
RLC-A	Reader (w/limited conditions)	Assessment
SL-A	Simplified Language	Assessment
BED-A	Bilingual/English Dictionary	Assessment
ET-A	Extended Time	Assessment
ONLS-A	Oral Native Language Support	Assessment
AT-A	Assistive Technology	Assessment
SB-A	Use of Scribe	Assessment
BEG-A	Bilingual/English Glossary	Assessment
PC-A	Prompting/Cueing	Assessment

To print a student's LEP accommodation history, click the **Print Accommodation History** button. The report will appear in a separate window in PDF format.

06001 Aberdeen 06-1 District Generated on 01/18/2012 11:27:11 AM Page 1 of 1	Administrator, System - LEP Accommodation Grade: State ID: LEP Status: Date Identified: N/A Exit Date: N/A

INSTRUCTIONAL

District Accommodation Name	State Accommodation Name	Start Date	End Date	Comment
Extra Time	Extra Time	01/05/2011	01/10/2012	

ASSESSMENT

District Accommodation Name	State Accommodation Name	Start Date	End Date	Comment
German Dictionary	bilingual dictionary	01/18/2012		
Assistive Technology	Assistive Technology	01/07/2010	01/05/2011	

1F	Transferring LEP Records
Campus Path:	**Student Information > Student Locator**

PURPOSE: To provide instruction on transferring student LEP records from one district to another using Infinite Campus.

Definitions	
Former District	District in which student is transferring from; students previously enrolled district
New District	District in which student is transferring to; district student is enrolling

1. **Former (Originating) District: prepping for transfer**
    a. The former (originating) district must end-date the enrollment of the student before the new (receiving) district requests a transfer for all transfer functionality to work correctly.
    b. The former (originating) district must end date LEP Accommodations and LEP Services. See section 1D and 1E in this document for instructions on how to end date LEP Services and Accommodations

New District requests a student's records transfer
Path: *Student Information >Student Locator > Enter last name, first name and gender*
1. Click Search

1. Select appropriate student, if you hover over student's name, you will see the student's most recent enrollment in the state.
2. Enter required fields
   a. **Last Name** will populate from student's previous enrollment
   b. **First Name** will populate from student's previous enrollment
   c. **Gender** will populate from student's previous enrollment
   d. **Birth Date** will populate from student's previous enrollment
   e. **Race/Ethnicity**: Select student's race from drop list
   f. **Calendar** will default to School Year and School selected
   g. **Schedule:** Select appropriate schedule
   h. **Grade:** Select student's current grade
   i. **Start Date:** Enter date student enrolls in your school (first day of attendance)
   j. **Start Status:** Select R21: Transfer from a KY school outside of district
   k. **Service Type:** Select appropriate Service Type from drop list
3. Click **Save.** Student Records Transfer will show former district enrollment information
4. Click Submit Request

Status will then appear on screen

Status: Waiting for former district to release records.

The new district's Process Inbox and the student's Records Transfer tab will both display a waiting status until the former district responds. During this time, the new district will not know what district the student previously attended.

Former District responds to the records request

Process Inbox will display a Request to release records

NOTE: The Overlap indicator only appears if a student's enrollment in his/her former district has not been ended. Overlaps can be resolved by selecting the Edit link. User will then be redirected to the student's enrollment tab.

Overlap   Edit (08/04/2009-06/03/2010) 09-10 Warren Central High Scho Grade: 11

1. Click release records

2. Click OK

Request Date 09/17/2012   Work Phone   Email

Comments
None.

Releasing District & User
District   275 JEFFERSON COUNTY PUBLIC SCHOOLS   Name   System Administrator   Username   admin
Release Date 09/17/2012   Work Phone   Email

Comments
None.

Status: Records released to requesting district. Process Complete.

Transcript Documents

Transcript	HIGH SCHOOL REPORT CARD
Census Contact Summary	Portal Report Card
Extended Census Summary	IEP
Enrollment History	Special Ed Evaluation
Schedule	Special Ed Documents
Attendance Period Detail	~~PLP~~
Assessment Summary	~~PLP Documents~~
Behavior Summary	LEP
Health Condition Summary	LEP Services
Health Screening Summary	LEP Accommodations
Health Immunization Summary	

NOTE: The former district cannot preview or control which records are sent in the transfer. In addition, after a record is requested or released, it cannot be canceled.

New District receives released records from former district
New District will receive notice in Process Inbox 'Waiting'
Records transfers can be accessed in three areas of IC:
- Process Inbox
- Student Information | General | Student Records Transfer
- System Administration | Data Utilities | Student Records Transfer

NOTE: User group tool rights must be given to allow access to any of these areas.

New District Process Inbox

Process Inbox				
X ! D	Process	Step	Posted Date	Due Date
X	Records Transfer	Waiting: Newton, Test2 2120359583	09/15/2009	

1. Select the link
2. **Transfer Documen**ts are **PDF documents** available for **download**, **saving** and/or **printing**.
3. **Data Imports** are **wizards** that can be ran to transfer data directly from the former district database to the new district database.

Receiving District Runs Import Wizards
User clicks on **LEP Import Wizard**

District 275 JEFFERSON COUNTY PUBLIC SCHOOLS Name System Administrator Username admin
Release Date 09/17/2012 Work Phone Email
Comments
None.

Status: Records released.

Transfer Documents

Transcript   HIGH SCHOOL REPORT CARD
Census Contact Summary   Portal Report Card
Extended Census Summary   IEP
Enrollment History   Special Ed Evaluation
Schedule   Special Ed Documents
Attendance Period Detail   ~~PLP~~
Assessment Summary   ~~PLP Documents~~
Behavior Summary   LEP
Health Condition Summary   LEP Services
Health Screening Summary   LEP Accommodations
Health Immunization Summary

Data imports

Transcript Import Wizard
Extended Census Import Wizard
Enrollment History Import Wizard
Assessment Import Wizard
Immunization Import Wizard
Health Condition Import Wizard
Health Screening Import Wizard
IEP Import Wizard
Special Ed Evaluation Import Wizard
Special Ed Documents Import Wizard

~~PLP Import Wizard~~
~~PLP Documents Import Wizard~~
KY State Reporting Import Wizard
LEP Import Wizard

NOTE: If an item has been crossed out such as ~~PLP Import Wizard~~ above, then the student's record did not contain this item in the former district.
NOTE: Be aware that running import wizards multiple times for a student can result in duplicate records.

Student Records Transfer - LEP Import

Import LEP record from 275 JEFFERSON COUNTY PUBLIC SCHOOLS
Enter the transferred data from the releasing district into your own local database.

*Program Status   LEP
Identified Date   08/18/2003
Expected Exit Date   06/01/2013
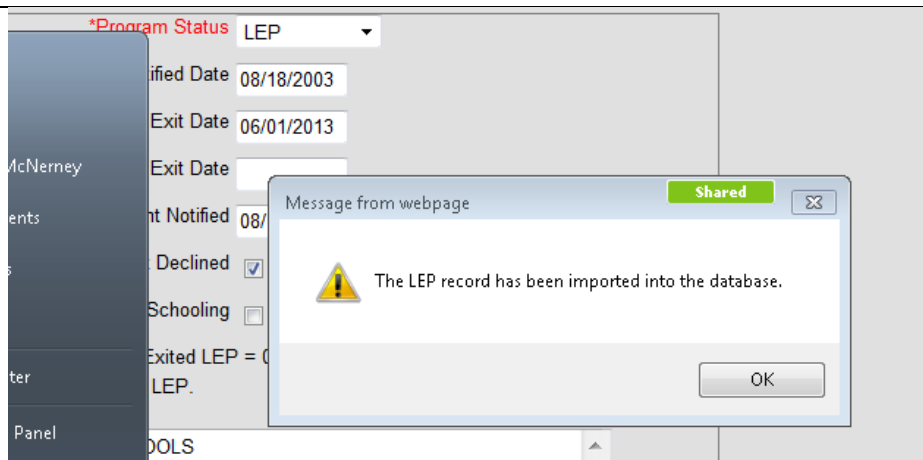Program Exit Date
Parent Notified   08/13/2007
Parent Declined ☑
Interrupted Schooling ☐

State Value Key: Not LEP = 01:IFEP, LEP = 02: LEP, Exited LEP = 03: RFEP.
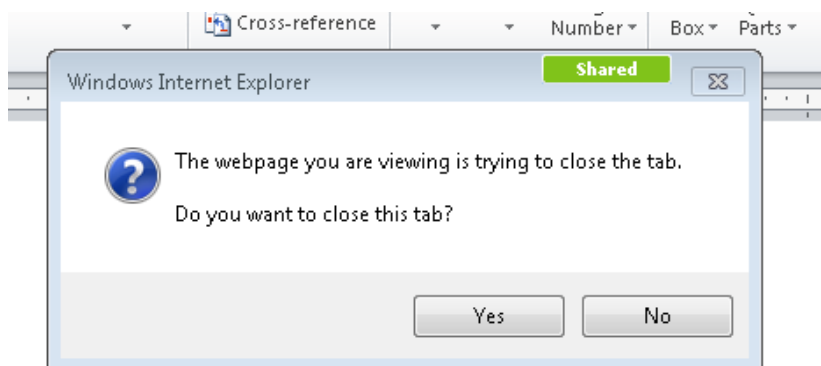Note that records with Pending status are not considered LEP.
Comments
Imported from 275 JEFFERSON COUNTY PUBLIC SCHOOLS

Save

a. Once user has verified information is correct, they choose "**save**". A confirmation pops up:

b. An additional box pops up confirming the user wants to close the save dialog; click yes.

c. User is now redirected back to the summary/import screen.
d. User must also run the **Extended Census Import Wizard** in order to pull over First US School and other key demographic information such as Primary Home Language. Ideally a clerk or admin who is transferring students in this way will run all the imports, but the **Extended Census and LEP imports are relevant to LEP**.

e. From the Summary/Import screen, click on Extended Census Import Wizard.

Note that the user has the ability here to view the value in the receiving district (current value) as well as the imported value (from original district) and to choose one of these values.